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Note: Do not scan the Chapter 13 plan.

The plan should be prepared using word processing software, e.g., WordPerfect or MS Word, and converted to PDF format

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Plan** hyperlink. Enter **Case Number**, click **Next**. Select **Chapter 13 Plan**, click **Next**. Select the Debtor, click **Next**.

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click Next.

Click Next.

Associate the pdf file of the **Chapter 13 Plan**, click **Next**.

Edit the docket text if necessary.

Click **Next.**

Review final docket text.

Click **Next.**

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http://www.canb.uscourts.gov/ecf/efiling-manual/chapter-13-plan